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1977
GENERAL ASSEMBLY
OF
NORTH CAROLINA

LEGISLATIVE MANUAL

LEGISLATIVE SERVICES OFFICE

DECEMBER, 1976

CONTENTS

Introduction	1
Legislative Services Commission	1
Legislative Pay and Allowances	
Salary	2
General Expense Allowance	3
In-Session Subsistence Allowance	3
In-Session Travel Allowance	3
Interim Travel and Subsistence Allowance	4
Payment for Attending Interim Standing Committee Meetings	6
Payroll Forms	6
The Legislative Retirement System	7
Use of Offices; Keys	
Office Keys	8
Use of Offices	3
Secretarial Assistance	
Selection of House Clerks	9
Selection of Senate Clerks	10
Qualifications of Clerks	10
Pay of Clerks	10
Working Hours	10
Control and Direction of Clerks	11
General Policies Governing Clerks	12
Interim Clerical Services	13
Mail Service and Postage	
Incoming Mail	14
Outgoing Mail	14
Postage	14
Returned Mail	15

Registered Mail and Certified Mail	15
Interim Mail	16
Interim Postage	16
Telephone	
Local Service	17
Long-Distance Service	17
Telephone Services Between Biennial Sessions	20
Stationery	21
Dictating Equipment	22
Bill Drafting	
Attorney General's Office	23
Other Bill-Drafting Sources	23
Bill Processing	
Preparation of Copies for Introduction	25
Introduction	25
Amendments	26
Conference Committee Reports	26
Enrollment and Ratification	27
Computers Between Sessions	27
Distribution of Printed Bills	
Desk Copies	28
Bills for Committee Use	28
Additional Copies for Individual Legislators	28
Copies to Private Citizens	28
Copies to State Agencies and Institutions	29
Professional Staff Services	30

GENERAL STATUTES OF NORTH CAROLINA

ARTICLE 7.

Legislative Services Commission.

§ 120-31. **Legislative Services Commission organization.**—(a) The Legislative Services Commission shall consist of the President pro tempore of the Senate, six Senators appointed by the President pro tempore of the Senate, the Speaker of the House of Representatives, and six Representatives appointed by the Speaker of the House of Representatives. The President pro tempore of the Senate, and the Speaker of the House shall serve until the selection and qualification of their respective successors as officers of the General Assembly. The initial appointive members shall be appointed after the date of ratification of this Article and each shall serve for the remainder of his elective term of office and until his successor is appointed or until he ceases to be a member of the General Assembly, whichever occurs first. A vacancy in one of the appointive positions shall be filled in the same manner that the vacated position was originally filled, and the person so appointed shall serve for the remainder of the unexpired term of the person whom he succeeds. In the event the office of Speaker becomes vacated, the six Representatives shall elect one of themselves to perform the duties of the Speaker as required by this Article. In the event the office of President pro tempore becomes vacated, the six Senators shall elect one of themselves to perform the duties of President pro tempore as required by this Article. Members so elevated shall perform the duties required by this Article until a Speaker or a President pro tempore is duly elected by the appropriate house.

(b) The President pro tempore of the Senate shall be the chairman of the Commission in odd-numbered years and the Speaker of the House of Representatives shall be chairman of the Commission in even-numbered years.

LEGISLATIVE MANUAL

This manual is a means of providing information to the members of the General Assembly as to arrangements which the Legislative Services Commission has made for various legislative services. The manual was originally prepared for use during the 1973 General Assembly; it is revised each biennium.

The Legislative Services Commission was established by statute in 1969 in order to provide a continuing structure through which decisions concerning legislative services may be made and implemented. The Commission consists of the President pro tempore of the Senate, six senators appointed by him, the Speaker of the House and six representatives appointed by him. Upon the convening of each regular session, the newly-elected President pro tempore and Speaker are authorized to appoint new members to the Commission at any time. The Legislative Services Officer serves as chief staff officer for the Commission.

If you have criticisms or suggestions as to the plans and procedures set out in this manual, please communicate them to the President pro tempore or to the Speaker, or to the Legislative Services Officer who will transmit them to the Commission.

LEGISLATIVE PAY AND ALLOWANCES

Salary: The Speaker of the House receives a salary of \$9,000 per year. The Speaker pro tempore of the House, the President pro tempore of the Senate, and the minority leaders of the two houses each receives salary of \$6,000 per year. All other members of the General Assembly receive an annual salary of \$4,800, payable monthly.

When the General Assembly is in session, the salary checks are placed in legislators' mailboxes in the Message Center not later than 10:00 a.m. on the last business day of each month. When the General Assembly is not in session, the salary checks are mailed on the last business day of each month to the address printed on the check.

Terms of newly elected legislators begin on the date of the general election in November in even-numbered years, and salaries begin as of that same date. Accordingly, for new legislators the first salary check, mailed at the end of November, 1976, will be for only part of the month and will be less than the full monthly amount. The last check for the biennium will be for the first few days of November, 1978 and will complete the total salary to which a legislator is entitled for the full two-year term. Returning legislators will receive the full regular monthly salary check in November, as the end of the preceding term and the beginning of the new term combine to make a full month of service.

State and Federal income taxes are deducted from the monthly salary checks. Payments to legislators cannot commence until the necessary State and Federal withholding forms are completed as is

set out on page 6.

General Expense Allowance: The Speaker receives a \$250-per-month general expense allowance. The Speaker pro tempore, President pro tempore, and minority leaders each receives \$150-per-month general expense allowance. Each other legislator receives a general expense allowance of \$100 per month. This allowance is paid both during sessions and between sessions, without the legislators having to file any record of expenses.

The general expense allowance is paid at the same time and in the same manner as is the legislative salary (see p. 2). The two payments - salary and general expense allowance - are combined in a single check each month.

There are no deductions from the general expense allowance.

In-Session Subsistence Allowance: During sessions of the General Assembly, each legislator receives a subsistence allowance of \$35 per day. This amount is paid for each calendar day of the session (seven days per week, or a total of \$245 per week for each week of the session). It is not necessary that the legislator file a claim or submit any record of his expenses in order to receive this allowance during the session.

The subsistence allowance is paid by check placed in the legislator's mailbox in the Message Center not later than 10:00 a.m. every Friday. As the session convenes on Wednesday, the first subsistence check is not delivered until Friday of the following week. This first check covers ten days rather than seven and is therefore in the amount of \$350, rather than the usual \$245.

In-Session Travel Allowance: During the sessions of the General

Assembly, each legislator receives a weekly travel allowance amounting to 15¢ per mile for one round trip from his home to Raleigh and return each week. This allowance is paid regardless of the number of actual trips made.

The travel allowance is paid each Friday and is included with the weekly in-session subsistence allowance (see p. 3) in a single check.

Interim Travel and Subsistence Allowance: Between sessions many legislators serve on various special boards and commissions, and may receive compensation, subsistence and travel allowance as prescribed in the statute or resolution establishing the board or commission. When a legislator is reimbursed from a special board or commission budget, he is usually reimbursed under the provisions of G.S. 138-5 (\$15 per diem, \$15 subsistence if not overnight, \$35 subsistence if overnight, and 15¢ per mile). As these claims are not paid from the General Assembly's budget, they are not processed through the Legislative Services Office. The board or commission clerk sends them directly to the Budget Office of the Department of Administration where they are handled.

Between sessions a legislator may travel not as a member of a special board or commission but rather as a representative of the General Assembly, its committees or commissions. Such travel may be to a meeting in Raleigh or in some other in-state city, or it may be to attend an out-of-state meeting. If the legislator expects to receive any subsistence or travel allowance for such travel, he must obtain the prior approval of the Legislative Services Commission. The chairman of a committee which wishes to meet in North Carolina may obtain the approval for the entire committee, and individual committee

members need not then obtain individual approval for that meeting.

In the absence of this kind of group approval, or if a meeting is to be held out of the State, prior approval must be obtained by each legislator who wishes to attend. Requests for approval may be submitted through the Legislative Services Office. This office acting pursuant to policies adopted by the Legislative Services Commission will obtain the approval of the President pro tempore or Speaker and will execute Form GA-2 - Travel Authorization - which will then be delivered to the requesting legislator. Or, if a legislator prefers, he may apply directly to the President pro tempore (Senators) or Speaker (House members) for approval, and those offices will transmit copies of Form GA-2 to the requesting legislator. When the travel is performed, the legislator should deliver this form, together with a statement as to travel performed, parking receipts, toll receipts, common-carrier ticket receipts, taxicab charges and personal automobile mileage to the Legislative Services Office. It is not necessary to file a statement as to hotels and meals, as a subsistence allowance of a flat \$35 per day, regardless of actual expenses, is authorized by statute. Travel costs are reimbursed in full.

When the Legislative Services Office receives the necessary documents and information, it will prepare the necessary Budget Division Claim form - Form BD 403S, Request for Reimbursement for Travel and Other Expenses - and send it to the legislator for his signature. When the legislator signs and returns this form to the Legislative Services Office, reimbursement will follow shortly.

Payment for Attending Interim Standing Committee Meetings:

Legislators receive no additional salary for attending interim committee meetings. Members of a committee who attend an officially scheduled committee or subcommittee meeting are entitled to receive \$35 per day subsistence allowance, plus 15¢ per mile for miles actually traveled.

The committee clerk submits to the Legislative Services Office a list of members attending scheduled committee or subcommittee meetings, plus a statement of the mileage traveled. The Legislative Services Office combines all of the entries for each legislator and issues the appropriate checks. It is not necessary that the legislator file a detailed expense account, as he will be paid a flat subsistence allowance of \$35 per day, regardless of actual expenses.

Payroll Forms: Before any salary payments can be made, the legislator must execute certain payroll forms. Immediately after the general election in November the Legislative Services Office sends each member a document which combines Federal Internal Revenue Service Form W-4 (Employee's Withholding Exemption Certificate); North Carolina Department of Revenue Form NC-4 (Employee's Withholding Exemption Certificate); and General Assembly Form GS-3 (Mileage Certificate). The member should fill out each of the forms and sign each (a total of three signatures being required on the single-sheet document).

New members cannot be paid until these forms have been executed and returned to the Legislative Services Office. If the forms are not received from incumbent members who are returning for another term, payment will be made on the basis of forms filed for the preceding term.

Once these forms have been executed and filed in the Legislative Services Office, payments of salary, general expense allowance, in-session subsistence allowance and in-session travel allowance will be made automatically without further action by the legislator.

The Legislative Retirement System: The Legislative Retirement System was repealed in 1974, subject to some retirement rights that were vested as of the end of the 1973 biennial session. No payroll deductions for retirement are now being made. Legislators who served prior to 1973 but whose rights were not vested may obtain a return of their contributions to the retirement system by applying in writing to the Director of the North Carolina Teachers' and State Employees' Retirement System, Albemarle Building, Raleigh, North Carolina 27611. No special form of request is required.

USE OF OFFICES; KEYS

Office Keys: Legislators obtain office keys from the Security Office. If the legislator desires a key for his secretary, he should send her to the Security Office to sign for her key. The secretary should return her key to the Security Office at the end of the session. A legislator who is not re-elected for the next term should return his own key immediately following the general election in November.

Each office key will unlock the extreme right-hand door at the front of the Legislative Building. Thus a member may have access to his office at any day and hour. As soon as the necessary installation is complete, the key will not open the front door but will ring a bell which will bring a security guard to the door to admit the legislator. The guard is required to enter on his log the names of all persons he admits to the building after hours.

Use of Offices: The legislative office is for the use of the legislator and staff persons authorized by him.

In order to avoid unpleasant incidents and to improve the building security, when the Legislative Building is closed, building security personnel are instructed to evict from the legislators' offices anyone (except for the legislator and his regular clerk) who does not have written authorization from the legislator to use the office after hours. Keys will be taken from unauthorized persons and returned to the legislator by security personnel.

SECRETARIAL ASSISTANCE

Each committee chairman is entitled to a committee clerk, and each individual legislator is entitled to a private secretary. This clerk or secretary is situated in the committee chairman's suite or in the legislator's office. (In the interest of brevity, both clerks and secretaries are sometimes referred to as "clerks" in this manual, and the feminine pronoun is used.)

Selection of House Clerks: Each committee chairman may choose his own clerk, and each individual Representative may choose his private secretary. Clerks and secretaries are subject to discharge at any time by the Representative whom they serve. If the Representative desires, he may employ the clerk and simply notify the Legislative Services Officer who will enter the employee on the payroll. Or, the Representative may notify the Legislative Services Office as to whom he desires to have as clerk, and the Legislative Services Officer will employ that person if she is available. Or, the Representative may request the Legislative Services Officer to employ a qualified person as clerk, and the Services Officer will employ and assign the best qualified person available. Clerks generally are employed as of the opening day of the session; clerks to major standing committees may be allowed to begin work at an earlier date, if prior approval is granted by the Services Commission Chairmen.

Two Representatives may agree to share a clerk; if they agree upon the desired person, these Representatives have available the same alternatives as do chairmen and individual Representatives. Otherwise, the Legislative Services Officer will employ and assign

the best qualified person available. Where two Representatives agree to share a clerk, they may then employ a Joint Research Assistant or Administrative Aide at the same pay rate which a clerk receives.

Selection of Senate Clerks: Employment of Senate Clerks is handled by the Senate Supervisor of Clerks under the supervision of the President of the Senate. After a Senate Clerk is hired, the Legislative Services Office handles payroll matters.

Qualifications of Clerks: When a clerk is hired by or at the request of a legislator, that legislator vouches for the employee's competence, and she will not be tested by the Legislative Services Office. When a clerk is hired and assigned by the Legislative Services Officer, the employee's competence will be checked by the Legislative Services Officer.

Pay of Clerks: Employees of the General Assembly are paid according to classifications and schedules adopted by the Legislative Services Commission. Each clerk, no matter how she is hired, will be classified by the Legislative Services Office and paid according to the appropriate schedule.

Working Hours: The normal working day for clerks is from 9:00 a.m. to 5:00 p.m. daily. The General Assembly normally does not observe holidays, so that employees are expected to work on those days also.

Each legislator is responsible for seeing that his clerk works the proper number of hours. Each legislator may adjust his clerk's work schedule to meet his own special needs. He should realize that if he grants special privileges to his clerk, others who are not

granted such privileges will complain, and a major morale problem will result. If a legislator allows his clerk to come in late on Monday, or leave early on Friday, for example, he should not call on other clerks or the Legislative Services Office for assistance in her absence. Unexcused absences or absences by reason or illness should be reported to the Legislative Services Office so that proper adjustments of pay can be made.

Control and Direction of Clerks: Each legislator has exclusive control and direction of his clerk. No clerk will be assigned any work or duty by any person without the approval of the legislator for whom she works.

The Legislative Services Officer has a staff assistant who serves as Supervisor of Clerks in the House; the Senate Supervisor of Clerks serves under the President of the Senate. This supervisor assists in the hiring, assigning and training of clerks. The supervisor is available to advise clerks as to proper procedures and techniques for handling legislative business.

If a clerk is absent, the legislator concerned may notify the Legislative Services Officer or the Supervisor of Clerks and substitute services will be provided. A clerk who knows in advance that she will be absent during scheduled hours should notify the Supervisor of Clerks in advance. Whenever substitute service is made necessary by the absence of a clerk, the Legislative Services Office is instructed to deduct an appropriate amount from the absentee's salary. Under state rules, temporary employees have no sick leave. Any substantial deviation from these general rules is subject to approval by the President pro tempore of the Senate or the Speaker of the House.

General Policies Governing Clerks: In order to minimize morale problems among the clerks and other temporary employees of the General Assembly, the Legislative Services Commission request that all legislators enforce certain general rules. These rules are discussed with clerks in each house at the beginning of the session by the Supervisor of Clerks, and the Supervisor is directed to call violations to the attention of the clerk concerned; this function is designed to assist, and not to interfere with, the legislator's control over his own clerk.

The general rules follow:

- a. Working hours are from 9:00 a.m. to 5:00 p.m. daily, with one hour off for lunch. This schedule is subject to variation by the individual legislator, but the total time devoted to legislative service by the employee must be not less than the minimum hours included in this regular schedule.
- b. One of the primary duties of a clerk is to act as receptionist for the legislator served. Clerks should stay in their own offices except when moving about in performing their duties.
- c. Except at the express direction of the legislator served, clerks should not occupy balcony seats in the legislative chambers during the daily sessions.
- d. With the approval of the legislators concerned, clerks may assist each other at times when the workload of one is great, and the workload of another is slight. As there is no longer any secretarial pool to come to the aid of an overburdened

clerk, this willingness to assist is encouraged, but only with the approval of all legislators concerned. From time to time the Supervisor of Clerks will seek a legislator's permission to channel work from another source to that legislator's clerk.

Interim Clerical Services: Clerical services to interim committees will be provided as follows:

Standing committees may utilize the services of their individual clerks on a part-time basis. Each clerk will be situated in the chairman's office. She will be paid a full day for each day on which she attends a committee or sub-committee meeting plus one additional day for preparation and minute-keeping. Thus, if a clerk attends a one-day meeting on Friday, she will be paid for two days; if she attends a two-day meeting, she will be paid for three days.

During the interim, clerical services for individual legislators, or for committee chairmen if they desire, will be available from pools consisting of several full-time secretaries under the direction of the Legislative Services Officer.

MAIL SERVICE AND POSTAGE

The Legislative Message Center is located in Room 5 in the basement of the Legislative Building. The service window in the Center is manned from 9:00 a.m. to 6:00 p.m. daily.

Incoming Mail: The Message Center is equipped with post office type mailboxes, one of which is assigned to each legislator. Incoming mail is not delivered to individual offices but is placed in the legislator's box. Each legislator will receive from the Legislative Services Office a card listing the number and combination of his box.

Outgoing Mail: Outgoing mail may be deposited in the Message Center or in collection centers maintained in Room 2125 on the second floor and in Room 1029 on the first floor of the Legislative Building.

Postage: Postage on outgoing official mail is paid from General Assembly funds. A postage meter is used. The sum appropriated by the General Assembly for postage is not sufficient to allow every member of the General Assembly to mail periodic newsletters and similar material to large numbers of his constituents. Accordingly, the Legislative Services Office has been directed not to process through the postage meter mass mailings from any legislator. A maximum of 50 letters per day is authorized as a general rule, but this should not be used to avoid the prohibition of mass mailings. If a special situation arises which a legislator feels justifies a mass mailing, he should apply to the President pro tempore or to the Speaker; at the direction of either of these officers the Message Center will send the mailing through the postage meter.

Personal mail of both the legislator and his clerk or secretary should be stamped. Stamps may be purchased at the service window

in the Message Center.

When an envelope bearing a legislator's name is deposited in the outgoing mail, the legislator thereby certifies that the envelope contains official legislative business.

Envelopes which do not identify the sender will not be processed through the postage meter. As the Message Center cannot identify the source of such mail, it will be placed in a box on the table in the Message Center lobby to be identified and picked up by the sender. After an envelope has been in the box for one week, the Legislative Services Officer will open the envelope, identify the sender, and return the letter to him. The Legislative Services Commission recognizes that this procedure is not satisfactory, but no more satisfactory alternative appears. Some personal mail, apparently not originating from the Legislative Building has been deposited in the unstamped outgoing mail. Some mail in Senate or House envelopes without individual member identification was metered and dispatched. Some of this mail was returned as undeliverable and it had to be opened in order to determine its source. Some legislators have donated a supply of legislative envelopes to local charitable groups, and their undeliverable mail has been returned to the Legislative Message Center.

Returned Mail: A substantial number of letters are returned to the Message Center by the United States Post Office, frequently marked "Addressee Unknown," or with some similar notation. This mail will be returned to the sender by placing it in his box.

Registered Mail and Certified Mail: By arrangement with the U. S. Post Office, the Message Center picks up registered and

certified mail. A notice of such mail is placed in the legislator's box and delivery is made at the service window.

Interim Mail: Between sessions, first-class mail is forwarded to legislators' home addresses. Other mail is placed in the Message Center boxes to be picked up by legislators whenever they happen to be in the Legislative Building.

Interim Postage: Legislators are expected to pay postage for any individual mailings during an interim period out of the \$100 per month general expense allowance. Clerks for interim legislative committees who prepare mailings from Raleigh will transmit the material to the Message Center where it will be processed through a postage meter paid for by the General Assembly. No stamps will be issued.

TELEPHONE

Each legislator has a private telephone on his desk. This telephone has an individual number. In addition, during the session Southern Bell maintains a telephone center just off the second-floor rotunda next to the chapel. The telephone number of this center is (919) 733-4111. The center is manned during normal business hours. Incoming calls to this centrex number reach a switchboard which will ring the legislator's office and will take and deliver messages if the office telephone does not answer. Calls to the legislator's private number do not go through the telephone center switchboard.

Local Service: Legislators' private lines are connected shortly before the regular biennial session begins and are disconnected immediately following adjournment sine die. The charges for this local service are paid by the General Assembly.

Long-Distance Service: (For purposes of this section, "Session" means the period in which the General Assembly meets regularly upon day-to-day adjournment. The 1977 session terminates when the legislature adjourns sine die in 1977 or when it recesses in 1977 to reconvene in 1978. Any convening in 1978 will constitute a new "session.")

Each legislator's office telephone is connected to the State Telephone Network (STN). Long-distance rates for calls made over this network are about 40% of the regular commercial rate for the average in-state long-distance call. The STN rate is the same for calls to all points in North Carolina, regardless of the distance from Raleigh. Thus, it is possible to give each legislator the identical long-distance allowance and thereby to assure that each

has available the same long-distance time at the expense of the General Assembly.

The allowance for each legislator for the 1977 Session has been set at \$25 per month. The monthly long-distance allowance is cumulative to the end of the session; the allowance does not apply during interim periods. Any part not used during one month is carried over to the next month of the same session as a credit. Allowances not used are not transferable to another legislator's account. The Legislative Services Officer has been directed not to make such transfers, and the Legislative Services Commission requests that legislators not apply for such transfers.

Long-distance bills are paid in the first instance by the General Services Division of the Department of Administration. The Legislative Services Office then reimburses the General Services Division and sends to each legislator a monthly statement showing calls made on his phone and the charges made against his allowance. If the legislator does not exceed his allowance for the session, the account is closed at the end of the session, and the legislator owes nothing. If the charges exceed the allowance, the Services Office bills the legislator for the excess.

In using the State Telephone Network, certain important points should be kept in mind:

1. STN billing is different from ordinary commercial WATS line billing. All calls on STN are billed to the calling phone. If a legislator allows his office phone to be used for any long-distance calls except on his legislative business, the legislator's allowance for business purposes is reduced accordingly. The idea that this is a WATS line, and that it

makes no difference how many calls are made over it is erroneous.

2. A legislator may make long-distance calls from his hotel room or other location and may charge the calls to his office phone, but the charges for such calls will be made by the telephone company at the regular commercial rate and not at the reduced STN rate.

3. The reduced STN rate is possible only because the Department of Administration leases only as many long-distance lines as are necessary to give reasonably adequate service at peak hours without having a great many idle lines during periods of minimal use. Use by the permanent agencies of State Government follows a predictable and relatively even pattern. Legislative use patterns are more variable and less predictable. In 1965 legislative telephones were connected to the State Telephone Network and the resulting heavy use virtually destroyed the effectiveness of the network. At that time, however, there was no charge against individual phones and therefore no limit as to how much the phones were used. Also, the STN was much smaller in 1965 and the legislative load constituted a much heavier proportional burden. Some additional lines were added in 1973 to accomodate the increase of use resulting from legislative phones. The need for additional lines cannot be predicted with precision. Therefore, it is possible that there will be some inconvenience to all users of STN. It is hoped that any inconvenience will be both temporary and short-lived. Normal peak hours of the existing STN pattern occur between

9:00 and 11:30 a.m. and between 2:00 and 4:00 p.m. If temporary inconvenience caused by peak period overload of the STN develops, legislators can cooperate in reducing the problem (until additional lines can be installed) by placing their calls, when possible, outside these peak hours.

Telephone Services Between Biennial Sessions: If a member desires to keep his private office phone in service while the General Assembly is not in session, he may do so, and he will be billed for the charges. A legislator desiring this service should notify the Legislative Services Office in writing prior to adjournment sine die or extended recess.

The telephone in the Legislative Services Office is a part of the State Telephone Network on a permanent basis. Legislators may use this phone between sessions for official long-distance calls.

STATIONERY

Stationery Allotment: Each legislator will be provided with up to 4,000 sheets of stationery and 4,000 envelopes at State expense. This allotment is for the full two-year term. If a legislator requires more than the allotment, the Legislative Services Office will order additional stationery and will bill the legislator for the excess. The 4,000 sheets of stationery may be any combination of bond and onionskin letterheads requested by the legislator.

When new legislators arrive at the beginning of the session they are provided with 500 sheets of bond letterheads bearing the Senate or House designation and the legislator's name, district, and home address. Envelopes showing Senate or House designation and the legislator's name are also provided.

As soon as committee appointments have been completed, each legislator should have his clerk prepare and bring to the Disbursing Office a copy for his letterhead showing Senate or House designation, legislator's district and home address, and committee assignments. The Disbursing Office will then order 1,000 bond letterheads and envelopes. Further orders for stationery will be placed upon request of the legislator. Requests may be made directly to the Disbursing Clerk in Room 2023.

DICTATING EQUIPMENT

Every legislator who desires it will be provided with dictating equipment. In the interests of economy, all machines will be of the same kind. If a legislator insists upon having dictating equipment of the same type as he has in his office at home, he must provide the equipment for himself.

Dictating equipment is costly. If a legislator requires such equipment only occasionally, he can contribute to the saving of money by not requesting individual equipment. Several dictators and transcribers are available on a check-out basis from the Disbursing Office, Room 2023.

Regular dictating equipment should not be removed from the Legislative Building. A few portable machines are available at the Disbursing Office; these machines may be checked out and may be taken from the building as the convenience of the legislator requires. Portable machines must be returned to the Disbursing Office within two weeks of check-out. If there is no waiting list, they may be re-checked for successive two-week periods.

BILL DRAFTING

Attorney General's Office: The Attorney General's Office is the official bill-drafting agency for the General Assembly (G.S. 114-9). A legislator who has a bill to be drafted may present his request to the Attorney General's Office. A member of that staff will discuss the matter with the legislator, and a bill will be drafted.

During legislative sessions, the Attorney General maintains a drafting office in Room 25 in the basement of the Legislative Building. Legislators may bring their drafting requests to that office. Some bills are drafted in that office, whereas others are sent back to the Justice Building for handling by the staff there, but the legislator may direct all his requests to the staff in Room 25.

General Research Division Drafting Capacity: The General Research Division of the Legislative Services Office provides staffing support (broad range of research, drafting and redrafting of amendments and committee substitutes, coordination of production and printing) to selected standing committees on a regular basis and, where requested, to conference committees. The Division also provides a significant amount of initial drafting of bills where the subject matter is legislative procedure or internal legislative affairs (creation of interim legislative study commissions and committees, modification of House or Senate rules, etc.). The Services Office has a modest drafting capacity, but it will be expanding in the near future.

Other Bill-Drafting Sources: Normally, a legislator should use

the services of the Attorney General's Office for bill drafting. There is, however, no requirement that all bills be drafted by that office. The legislator may do his own drafting, or he may turn to any other competent source.

BILL PROCESSING

Preparation of Copies for Introduction: The draftsman provides the legislator with one or more copies of the finished bill draft. These copies are not yet in the format required for introduction. In 1969, a computerized bill processing and printing system was installed and copies from computer-produced printouts are now delivered to the legislator for use as introduction copies.

If the Attorney General drafts the bill, his office will forward a copy to the Computer Input Room (Basement Room 26, next door to the Attorney General's Drafting Office). If the bill is drafted by anyone other than the Attorney General's staff, the legislator must send the copy to the Computer Input Room.

The bill is input into the computer, proofread, and a corrected print is obtained. Forty copies of the print are reproduced in the Printing Room (Basement Room 28). The copies bear a large "D" in the upper right-hand corner to denote that the bill is a draft copy. An official bill jacket is prepared and affixed to one of the copies. All of these copies are placed in an envelope and delivered to the sponsoring legislator through the office of the Principal Clerk of the appropriate house; or on request, the Computer Center will deliver bills directly to the sponsor. At this point, the text of the bill is still confidential, insofar as the legislative staff is concerned. Only the operator who input the bill can retrieve it from the computer at this point, and proofreaders and printers are constantly cautioned and checked to make certain that the sponsor's confidence is not violated.

Introduction: A Senator introduces a bill by sending it forward at the appropriate time during the daily session. Under the

House rules, a bill is introduced by filing it with the Principal Clerk's Office on the day preceding its first reading and reference to committee. After a bill has been introduced, it is processed in the same manner in both houses. The bill is given a number and is normally referred to a committee. The bill number, date of introduction and committee reference are input into the computer and a new print, with a large figure "1" in the upper right-hand corner of the first page is produced. A copy of this print is placed in the Chamber desk notebook of every legislator.

Amendments: As bills are amended in the house of origin, new engrossed prints are produced and distributed, so that each legislator has the latest text of the bill before him at each stage of its consideration. Subsequent prints bear the figure "2", "3", etc., on the front page for easy distinction from earlier prints.

If a bill passes the house of origin, all amendments are routinely engrossed in a new print before the bill is sent to the other house. If the bill is amended in the second house, the amendments are not engrossed, as the bill must be returned to the house of origin for approval, not of the basic text, but solely of the amendments adopted by the second house. Occasionally, the second house has amendments of such a complicated nature that it will order a "working print" engrossed; this print is not distributed, but is used in the second house as a working tool.

If the house of origin concurs in the amendments, the bill is sent to the enrolling office.

Conference Committee Reports: If the house of origin fails to concur in the amendments approved by the other house, a conference

committee is appointed to try to resolve the differences. This committee reports back to both houses a recommended text covering the points of disagreement. Each house acts on the report without amendment. If the report is adopted in both houses, the bill is sent to the enrolling office. If either house rejects the Conference report, the bill dies unless the two houses, on motion of an interested member, appoint new conferees who repeat the Conference process.

Enrollment and Ratification: The Legislative Services Officer serves as Enrolling Clerk to the General Assembly. Bills for enrollment are sent to the Assistant Enrolling Clerk who checks the text for accuracy and then turns the copy over to the Computer Center. The Computer Center obtains a clean print of the final text. This print, called the enrolled bill, is submitted to the two presiding officers for their signatures (this is the act of ratification), and the signed copy is filed permanently in the Secretary of State's office.

Computers Between Sessions: The computer is not in operation in the interim periods between parts of the biennial session or between biennial sessions. Final printouts of all stored data on the Bill-Status (video) System are available for inspection in the Legislative Library.

DISTRIBUTION OF PRINTED BILLS

Desk Copies: As soon as a bill is introduced, a printing is ordered and is available the next morning. Copies of every new bill are collected each morning for each legislator by the Bill Distribution Center in Basement Room 6. Each secretary must pick up the copies for her legislator and place the bills in the legislator's Chamber notebooks. If the legislator desires an office file, you may notify Miss Florine Boone in the Printed Bills Office in Room 2022 and the Bill Distribution Center will prepare for that member two sets of bills daily; the legislator's secretary will maintain the bill books in both the chamber and the legislator's office.

Bills for Committee Use: A committee chairman may obtain such copies of bills as his committee needs by sending his clerk to the Printed Bills Room (Room 2022). To avoid last-minute congestion clerks are urged to obtain committee copies of bills on the day following reference to committee, and should hold them for later committee use.

Additional Copies for Individual Legislators: A legislator may obtain up to 50 additional copies of any bill for distribution to his constituents. If he requires a greater number, they will be provided to him and he will be billed for their actual cost.

Copies to Private Citizens: Any person may obtain one free copy of any bill by requesting it at the Printed Bills Room. Additional copies may be obtained at a cost of 10¢ for the first sheet and 2¢ for each additional sheet.

The Printed Bills Room will mail one free copy of any bill to any citizen who requests it.

Copies to State Agencies and Institutions: Any State Office, Agency or Institution will be supplied with three free copies of any bill in which the office has a particular interest. The Legislative Services Officer has been instructed not to provide complete sets of all bills, regardless of subject matter, to State offices. State offices which require more than three copies of any bill may obtain them at cost.

PROFESSIONAL STAFF SERVICES

Professional services from the General Research Division of Legislative Services Office (research and bill-drafting) are available to committees that do not have regularly assigned staff or to individual legislators, subject to limitations of available personnel, through the Director of Research (William Potter; Room 2129; phone 733-7044). Some of the standing committees will have a member of the General Research Division professional staff on a regular assignment basis, operating under the direction of the committee chairman. The Legislative Library will be open each day (Mrs. Vivian Halperen, Librarian, phone 733-7778).

The staff of the Fiscal Research Division of the Legislative Services Commission is available to individual legislators or to non-fiscal committees, subject to limitations of available personnel, for fiscal research and information through the Director of Fiscal Research (John Allen, Director; Room 2; phone 733-4910). The Fiscal Research staff regularly assists the Appropriations Committees and their chairmen, and it provides some support to the Finance Committees and their chairmen.

The Legislative Services Officer (Clyde Ball; Room 2129; phone 733-7044) is available generally for consultation and assistance in payroll, budget, production, and other administrative matters.

The Institute of Government, which is part of the University of North Carolina at Chapel Hill, provides services to the General Assembly on a contract basis. The Daily Bulletin, which digests every bill and records the history of the progress of bills, is prepared and distributed by the Institute. Several members of the Institute's staff, in areas such as Motor Vehicles

or local government, provide regular or periodic services to legislative committees and to individual legislators.

In addition, with the approval of the Legislative Services Commission, the Legislative Services Officer is authorized to contract for and assign part-time professional assistance.

A Legislative Intern Program is operated for the General Assembly during each session by the North Carolina State University Department of Politics. The Intern Program is under the direction and control of the Legislative Intern Program Council (Lt. Governor, Speaker, and Chairman of the North Carolina State Department of Politics - G.S. 120-58). The program provides staff assistance at the subprofessional level to selected committee chairmen, legislative leaders, and legislators, and the interns receive political science and related field instruction from North Carolina State University.

